

# Department of Communication Sciences and Disorders

## Student Travel Policy

This policy applies to graduate or undergraduate students who have been (1) accepted to present at a conference or (2) have been invited to participate in an extracurricular professional meeting or activity for the purpose of leadership, or (3) have been granted an award that will be presented at the conference AND where travel to the conference would impact their didactic and/or clinical schedule. Faculty are not required to allow students to attend conferences if one of these criteria are not met. Students must adhere to the following policy.

### PETITIONS COMMITTEE

The petitions committee is comprised of full-time faculty who meet on an as-needed basis in the Fall and Spring semesters only. Requests for the Fall semester must be submitted to the petitions committee by April 1. Requests for the Spring semester must be received by November 1. New incoming students may submit an application to the petitions committee beginning on the first day of the Fall semester.

### DIDACTIC COURSEWORK

(non-practicum courses including methods)

Each didactic course has its own syllabus outlining absence policies. Faculty will not cancel class for students to attend a conference or extracurricular event. Undergraduate and graduate students who meet the above criteria are required to meet with each of their didactic course instructors in order to:

- Obtain permission to secure an excused absence
- Review individual class absence policies
- Discuss missed assignment/class work

If a student is absent for a didactic class without approval, grade deductions will apply as indicated in the course syllabus.

### CLINICAL PRACTICA

Only documented emergencies or conflicts are considered excused absences from clinical practica.

The primary responsibilities of graduate student clinicians and undergraduate clinic assistants during the semester are to their clients. Therefore, requests to be excused from clinic for one or more of the above criteria will be considered by the petitions committee and may be approved on a case-by-case basis. Please be advised that these activities are considered secondary to clinical responsibilities and are approved in rare circumstances only. In this section “clinical instructor” refers to on-campus clinical instructors, on-site supervisors and SLP Master Clinicians.

The following procedures must be followed to submit a request:

1. Obtain permission from all appropriate clinical instructors to cancel the sessions.
2. Identify and obtain the support of one (1) full-time faculty member who will sponsor the extracurricular efforts. For students presenting research, the faculty advisor is the faculty sponsor.

3. The student and faculty sponsor in conjunction with the student's clinical instructor must submit a proposal to document completion of steps (1) and (2) and describe the extracurricular activity. The proposal must provide a justification for why the student is required to attend the conference or extracurricular activity and how the missed clinic time will be made up. The faculty sponsor will submit this proposal to the Student Petitions Committee. The committee will review the submitted proposal and respond to the identified faculty sponsor.

If the petitions committee provides pre-approval, the faculty sponsor will:

1. Be responsible for procuring, submitting, and filing a copy of the student's required university travel and approval documentation in the student's file.
2. Be available, able to, and willing to supervise all clinical make-up sessions, including the final week of instruction and finals week, if necessary.

The student will confirm, using a provided client notification template, that all impacted clients will be willing and/or available to make-up sessions during dead week. If any impacted client is unwilling and/or unavailable to make up the sessions, the student request to travel will not receive final approval.

# Department of Communication Sciences and Disorders

## Student Travel PROPOSAL

Student Name:

Student ID:

Clinical Instructor:

Clinic Course Number:

Clinic Course Name:

Semester:

Date of Conference or Event:

Description of Conference or Event:

Justification for attendance at the event:

Plan for making up clinic time:

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clinical Instructor Name

\_\_\_\_\_  
Clinical Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Sponsor Name

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Date